



## LAPTOP ACCEPTABLE USE POLICY

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WHS recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, WHS has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. WHS provides access to the school's Cloud Drive and Internet services from every computer connected to the HISD network. Understanding and following WHS's Acceptable Use Policy allows us to maintain a respectful, effective, and safe learning environment.

WHS's network resources are considered the property of HISD. Laptop access to WHS's network services will be provided throughout the school via a wireless network. HISD blocks websites and web-based services that the administration deem to pose a threat to the safety, security, and well-being of its community members, facilities, network, and resources. Categories that are blocked include: pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware and malicious software, and certain video streaming sites. WHS will continue to take precautions for this type of material on all equipment that is part of the school's network.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of a WHS student, as described in the HISD Code of Conduct and the Westside Way (*both are available online*). Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. Therefore, students may only use the laptop they have been issued or one provided in the event of repair.

### **Violations of the Acceptable Use Policy**

1. Minor Offenses are equivalent to a Level I or II offense in the HISD Code of Conduct. Examples of consequences are parent contact, detention, Westside Workforce, and community service.
2. Major Offenses are equivalent to a Level III or IV offense in the HISD Code of Conduct. Examples of consequences are: Restitution, Revoke Laptop Privilege, In-school Suspension, and Off Campus Suspension.

# Minor Offenses

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A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to their Dean. Minor offenses include, but are not limited to, the following:

## Laptop Usage

- Forgetting to bring the laptop to school.
- Using laptops or any other electronic device in a manner that disrupts instruction or is not aligned with instruction (gaming, etc.).
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject. (e.g., language translation services, literature summary sites, ant etc.).

## Laptop Maintenance

- Transporting or using the laptop without a hard protective case originally issued with the laptop; the case is to stay on the device **at all times**.
- Placing stickers directly on the laptop or putting paper or other objects beneath the bottom protective case.
- Not addressing needed repairs (e.g., cracked screen, cracked track pad, missing keys, bent corners).
- Creating secondary accounts for the laptop (e.g., for a friend or parent)

## Power Management

- Practicing poor power management techniques (e.g., coming to school with laptop not fully charged).
- Charging computer in non-designated outlets or charging carts. Designated charging areas include:
  - Library and outlets around school.
  - Students will not be allowed to charge laptops during class.
  - Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.

## Network Access (Minor)

- Sending chain emails, or inappropriate broadcast messages in the HUB or any school messaging system.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology or access to the Internet
- Accessing non-WHS student wireless network with the laptop while on campus.

# MAJOR OFFENSES

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A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the AUP also count as Major Offenses to the Code of Conduct. Major offenses include, but are not limited to, the following:

## **Privacy, Property, & Community**

- Accessing or deleting the administrative account.
- Vandalizing the laptop or other network resources (defacing, engraving, coloring, painting, etching, writing on the laptop itself, deliberately removing keys or deforming the original shape of the laptop and its components).
- Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network, without the owner's knowledge or permission.
- Recording, filming, or photographing teachers or other students without express permission to do so. If persons have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Publicly posting captured material is not allowed.
- Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.

## **Illegal Activity**

- Installing or distributing unlicensed or illegal software.
- Using the network in support of illegal activities or businesses or for gambling.
- Installation of third party firewalls, anonymizers or proxies.
- Installing or using unauthorized 3rd party multi-node file-sharing software (e.g., Torch, BitTorrent, Transmission) on school laptops. iChat, Dropbox, Google Drive, Evernote, & AirDrop do not fall under this category.
- Modifying operating system other than those installed by our Tech Department.

## **Network Access (Major)**

- Placing, creating, "liking" or "boosting", or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or WHS network resources.
- Intentional damage and/or theft of any laptop.

## DAILY ROUTINE FOR STUDENTS:

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1. Charge your laptop every night and bring to each class fully charged (battery has 10+ hours)
2. Do not rely on the computer as a charger from your cell phone. This drains the battery and will leave the laptop with an inadequate amount of battery life for instructional activities.
3. Be aware that warranty covers the device, not the bag (\$75), power cord (\$50) or strap (\$40). If you lose either of these items, you are financially responsible. Power cords should be labeled (student's full name should be written on painter's tape and wrapped around the charger).
4. Students are not allowed to charge their laptops or other devices in classrooms. Students may use common areas such as library, charging stations (pending), or hallways before school, during lunch, and after school if supervised by an adult.
5. Always keep laptops with you or locked in their hallway lockers when in the main areas of the school; coaches/teachers will provide students with an appropriate place to store laptops in locker rooms/fieldhouse.
6. Make arrangements to make sure laptops can be monitored by an adult at all off-campus events.
7. Keep laptops in approved cases (required for warranty); laptops are not to be placed in conventional book bags.
8. Complete lost or stolen report immediately after device goes missing.
9. Unattended computers in the halls will be picked up and taken to the Dean of Students or Tech Room. To promote student responsibility and to increase laptop security, the following policy is in effect:
  - First Offense: Detention and parent contact
  - Second Offense: WWF Saturday detention and call to parent
  - Third Offense: Community service and time management courses

## WESTSIDE TECH SUPPORT

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The Tech room is located on the second floor in room A204. We are also developing the "Wolf Squad", comprised of Westside students with technical expertise to help troubleshoot minor tech issues. The purpose of the Tech Room and the Wolf Squad is to provide technical assistance to our users. Our tech support manager is Mr. Donnie O'Neil, and his team will be able to diagnose repairs and install warranty-related repairs, and can answer all student software and hardware questions. Three common scenarios:

1. If the repair is simple, the student will be told to wait or when to return for their laptop within 1-2 hours maximum
2. If the repair will take more than a few hours, the student will be given a loaner to use until laptop is repaired.
3. If the laptop is lost or stolen, a loaner will be provided.

How to Get Tech Support:

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| <b>Tech Room/A204</b>   | During lunch or after school.   |
| <b>Email:</b>   | Westsidetech@houstonisd.org   |
| <b>Tech Pass to A204:</b><br>(no admittance without special Tech Pass). | Leaving the classroom for tech issues is discouraged, but if the teacher feels it is an urgent issue a Tech Pass can be given to the student. |

\*\*\*\*\*If device is lost or stolen, contact our campus police officers and your assigned dean IMMEDIATELY!!!\*\*\*\*\*